IC Memorandum 13-31

To: **KEHP Insurance Coordinators (ICs)**

From: **Department of Employee Insurance (DEI)**

Re: **Applications**

Date: **October 4, 2013**

With the volume of paper applications we are expecting, here are some reminders to assist us in processing applications efficiently and timely:

- The hire date should be the same on health and life insurance applications
- Section 1 of the application should be completed in its entirety
- Review the applications before sending to make sure all fields are complete including signatures
- Nothing should be faxed except access to care

In addition, if you are enrolling members in KHRIS, you should **<u>never</u>** use PA30 Infotype 167 to activate insurance. All enrollments should be entered through HRBEN0001. HRBEN0001 has eligibility rules in place to reduce processing errors and ensure benefits are applied correctly, preventing future issues. In other words, it guides you and prevents you from making errors where KEHP eligibility rules are concerned.